

Retention and Classification Report

Agency: Kaysville (Utah) (568)

23 East Center
Kaysville, UT 84037
801 546-1235

Records Officer Linda Ross

06397 City Council minutes
27748 Failed initiative petitions and signature sheets
84871 *Payroll register

AGENCY: Kaysville (Utah)

SERIES: 6397

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TITLE: City Council minutes

DATES: i 1868-

ARRANGEMENT: Chronological according to date of entry

DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1868 through 1980.
Retain in State Archives permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3) (2008)

AGENCY: Kaysville (Utah)

SERIES: 6397

TITLE: City Council minutes

(continued)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Kaysville (Utah)

SERIES: 27748

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TITLE: Failed initiative petitions and signature sheets

DATES: 2011-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are failed petitions which were prepared by sponsors seeking to have an initiative submitted to the city council or to a vote of the people for approval or rejection. These petitions have been officially disqualified because the number of certifying signatures is insufficient. The records include an initiative describing proposed legislation and the names addresses and phone numbers of the persons who signed the petitions.

RETENTION:

Retain 5 Years after issue is resolved, may transfer to archives.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 20.

AUTHORIZED: 09/19/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after petition has been declared insufficient and then may transfer to the State Archives.

AGENCY: Kaysville (Utah)

SERIES: 27748

TITLE: Failed initiative petitions and signature sheets

(continued)

APPRAISAL:

Administrative Historical

During their deliberation in September 2011 the SRC asserted that these records have ongoing historic value as documentation of state action and the concerns of citizens whether the petition is successful or not.

AGENCY: Kaysville (Utah)

SERIES: 84871

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TITLE: Payroll register

DATES: i 1952-1981.

ARRANGEMENT: Chronological, thereunder alphabetical by last name of employee

DESCRIPTION:

Each city employee is placed on a payroll register which records the amount of their earnings within a given pay period. The information is broken down into several categories that show federal or state taxes withheld, worker compensation, social security, other payroll deductions. The record also reflects the net payment to the employee. The register functions as central control for expended payroll funds.

RETENTION:

Retain 58 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 58 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 58 years and then destroy.

AGENCY: Kaysville (Utah)

SERIES: 84871

TITLE: Payroll register

(continued)

PRIMARY CLASSIFICATION:

Private